

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES
BOARD MEETING MINUTES

The Caswell County Department of Social Services held its monthly meeting on February 18, 2014 at 9:00 a.m. in the Conference Room of the Caswell County Department of Social Services. In attendance were: Mr. Jeremiah Jefferies, Chairman; Mr. Larry Hamlett; Ms. Marylene McCain; Mr. Kenneth Travis; Mr. David Owen; Mrs. Debbie Rascoe, Administrative Assistant and Ms. Dianne Moorefield, Secretary to the Board.

Mr. Jefferies called the meeting to Order at 9:00 a.m. The agenda for the meeting was reviewed and approved upon a motion by Mr. Travis and second by Ms. McCain. Minutes of the meeting held January 21, 2014 were reviewed and approved upon a motion by Mr. Owen and second by Mr. Hamlet. There was no public address to the Board.

Budget Amendment #8, an additional CP&L allocation of \$436.00 was approved upon a motion by Mr. Hamlett and second by Mr. Owen. A quarterly review of Trust Fund Accounts was completed and approved upon a motion by Mr. Travis with a second by Mr. Hamlett.

A discussion was held related to a quote received from Advanced Imaging Systems to complete the scanning process for the 10 boxes of files currently ready for scanning. Board Members were advised that due to the volume of pages contained in each file, and the necessity to increase the number of indexes needed for each record imaged, the original contract was not enough to cover these remaining files. Because of this, 10 boxes that were prepared for imaging were not able to be sent. Board Members were also informed that additional funding had been included in the agency's original budget but those funds had been reduced in order to make required budget cuts. Excess funds have been identified in other areas of the budget that would allow for payment of the \$4,100.00 needed to complete this scanning project. It was also noted that we would receive 66% reimbursement on the cost of the scanning. Board Members, upon a motion by Mr. Owen and second by Ms. McCain, voted unanimously to approve transferring funds from other agency funding sources to cover the cost of the scanning.

Board Members were informed of circumstances related to one of the agency's Guardians. Funds were included in the budget to cover his cost of care as there was a pending disability application during the budget process. However, his cost of care exceeded projected costs and it was anticipated that he would have been approved for disability payments by this point in time. Instead, his application for benefits has been denied and we are now in the Appeal process. The Appeal is not expected to be heard in the near future and funds are needed to cover the costs of care. It was explained that as Court Appointed Legal Guardian we are responsible for meeting this young man's needs. Ms. Moorefield informed the Board that she would need to appear before the Board of Commissioners to request additional funding in order to meet the cost of care for the remainder of this fiscal year. It was also shared that he has no funds for meeting his personal needs such as clothing and personal care items and that staff have donated or

solicited contributions to cover these needs on an ongoing basis. His cost of care alone is projected to be at least \$5,910.00, depending on the cost of placement plus some additional founding to provide personal care items. Board Members encouraged agency staff to explore all opportunities for this young man to be reunited with family members if they can be assisted in establishing services that would meet his needs. There is a desire by the family to be reunited and Board Members were assured that staff would explore any and all opportunities that could support that goal.

An update on NCFAST was provided. The federal mandate to reduce the number of pending applications or lose federal funding was met. However, the numbers are expected to increase again now that state supports are no longer in place. There is also a second deadline imposed by the federal government for the end of March.

Board Members were informed that two of our current clerical staff were promoted to Medicaid positions. Efforts will be made to fill these vacancies as soon as possible.

Board Members were informed of a state review of our Non-Emergency Medical Transportation program scheduled for February 26, 2014. They were also made aware of the fact that a staff member fell on our back steps.

At 9:50 a.m., upon a motion by Mr. Travis and second by Ms. McCain, the Board entered into Closed Session to Consider the Competence, Term of Appointment and Performance of an Individual Public Officer pursuant to (NCGS 143-318.1(a)(6)). At 10:05 a.m., upon a motion by Mr. Hamlett and second by Mr. Travis, the Board returned to Open Session.

Supervisors attended the meeting and reported on work within their respective units.

The next regularly scheduled meeting of the Social Services Board was scheduled for March 18, 2014 at 9:00 a.m. in the Conference Room of the Department of Social Services.

Upon a motion by Ms. McCain and second by Mr. Owen, the Social Services Board meeting was adjourned at 10:15 a.m.

Respectfully Submitted,


Jeremiah Jeffries, Chairman

3/20/14
Date


Dianne C. Moorefield, Secretary

3/20/14
Date

Be it ordained, the FY 2013-2014 Annual Budget ordinance is hereby amended as follows:

| <i>Expenditures: Increase/(Decrease)</i> | <i>Account Code</i> | <i>Prior Total Funding Authorization</i> | <i>Additional Allocation Increase/ Decrease</i> | <i>Amended Balance</i> |
|---|----------------------------|---|--|-----------------------------------|
| Salaries | 100.5310.121.000 | 1,573,996 | \$ (4,100.00) | \$1,569,896.00 |
| Capital Outlay | 100.5310.500.000 | 46,000.00 | \$ 4,100.00 | \$50,100.00 |
| Total Expenditures | | | \$0 | \$0.00 |


| <i>Revenues: Increase/(Decrease)</i> | <i>Account Code</i> | <i>Increase/ (Decrease)</i> | <i>Balance</i> |
|---|----------------------------|--|-----------------------|
| | | | |

No change in Revenue Line Items

Total Revenues **\$0**

Justification: To budget allocation changes by the NC Department of Health & Human Services as authorized by state funding authorization.

That all Ordinances or portions of Ordinances in conflict are hereby repealed.


Approved by Department of Social Services Director

Date

Approved by Department of Social Services Board

Date

Paula Seamster, Clerk to the Board
Approved by Caswell County Board of Commissioners

Date

BUDGET AMENDMENT #**10****DSS****3/19/2014**

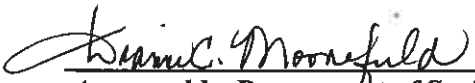
Be it ordained, the FY 2013-2014 Annual Budget ordinance is hereby amended as follows:

| Expenditures: Increase/(Decrease) | Account Code | Prior Total Funding Authorization | Additional Allocation Increase/ Decrease | Amended Balance |
|--|---------------------|--|---|----------------------------|
| C P & L Energy Assistance | 100.5480.499.100 | 4,786 | \$ 1,040.00 | \$5,826.00 |
| Total Expenditures | | | \$1,040 | \$0.00 |

| Revenues: Increase/(Decrease) | Account Code | | Increase/ (Decrease) | Balance |
|--------------------------------------|---------------------|-----------|---------------------------------|----------------|
| DSS/Admin WCA | 100.3538.360.000 | 1,818,579 | \$1,040 | \$1,819,619 |
| Total Revenues | | | \$1,040 | |

Justification: To budget allocation changes by the NC Department of Health & Human Services as authorized by state funding authorization.

That all Ordinances or portions of Ordinances in conflict are hereby repealed.


Approved by Department of Social Services Director

3/19/14
Date

Approved by Department of Social Services Board

Date

Paula Seamster, Clerk to the Board
Approved by Caswell County Board of Commissioners

Date

Report to the Caswell County DSS Board
Child Protective Services Report
for February 2014

CPS Family & Investigative Assessments

| | Feb 2014 | Feb 2013 |
|---|-------------|-------------|
| 1.Total Number of Reports Accepted for Investigation | 26 | 20 |
| 2.Total Number of Reports Screened Out | 10 | 5 |
| 3.Total Number of Reports Referred to other Jurisdictions | 0 | 0 |
| 4.Total Number of Treatment Cases Transferred In | 1 | 1 |
| 5.Total Number of Intercounty Investigations | 0 | 0 |
| 6.Total Number of Courtesy Interviews/Assists | 2 | 1 |
| 7.Total Number of Open Investigative and Family Assessments on the Last Day of the Month | 21 | 23 |
| 8.Total Number of Active CPS-Case Planning/Case Management Cases (families) Open Last Day of the Month | 4 | 7 |
| 9.Total Number of Malicious Reports Received | 0 | 0 |

Other Department Information

- The Child Protective Services Unit continues to be short staffed due to vacant positions.

Prepared by:
Racquel Hughes
Child Welfare Supervisor
February 10, 2014

**Board Report
March 18, 2014**

- During the month of February 2014 we had one new child to enter care and one child to exit care.

| Work Load Report | February 2014 | February 2013 |
|---|----------------------|----------------------|
| Children in DSS Custody | 11 | 11 |
| Foster Care Services for children in custody of another state/county | 0 | 0 |
| Licensure of foster and adoptive homes | 2 | 1 |
| Adoption Assessments | 1 | 1 |
| Home studies for other Courts | 4 | 4 |
| Supervision of foster homes | 4 | 4 |

Training:

Social Worker, Lucinda Wilson, attended the 90 minute webinar "Revisiting the Adoption- Guardianship Discussion: Helping Case Worker Better Understand and communicate the Permanency Implication on Adoption and Guardianship.

Child and Family Services:

February 18, 2014 Neglect and Dependent petitions were filed on a 13 year old male that had been left at home with no food and no power by the biological father. On February 21, 2014 at the 7 Day Court Hearing, Court dismissed the petition on Neglect & Dependency and allowed the child to return to the home of his mother in Kentucky.

Prepared By: Racquel Hughes
Child Placement Supervisor
March 11, 2014

SOCIAL SERVICES BOARD MEETING

March 19, 2014

- I. Overdue Application Report for January 2014- Four in NCFAST
Overdue Application Report for February – 2014 None in EIS**

II. Medicaid Eligibility

| March - 2013 | March - 2014 |
|---------------------------|---------------------------|
| Open Cases – 3,973 | Open Cases – 4,091 |
| Open People – 4,732 | Open People – 4,949 |
| Authorized People – 4,708 | Authorized People – 4,938 |
| | |
| | |

III. North Carolina Health Choice

| March - 2013 | March - 2014 |
|-------------------------|-------------------------|
| Open Cases – 208 | Open Cases - 129 |
| Authorized People – 301 | Authorized People - 184 |

IV. SA (REST HOME)

March – 2013

February – 2014

Authorized People – 91

Authorized People - 96

V. Application, Reviews and Changes

| | February - 2013 | February- 2014 |
|------------------------|-----------------|----------------|
| Applications Taken | 129 | 85 |
| Applications Approved | 96 | 65 |
| Applications Denied | 48 | 54 |
| Applications Withdrawn | 6 | 1 |
| Reviews | 256 | 88 |
| Total Changes | 1,014 | 477 |
| Terminated | 120 | 3 |
| | | |

- VI. AFDC-EA: CASWELL COUNTY DSS DIDN'T SERVED 0 FAMILIES FROM THE
EMERGENCY DURING THE MONTH OF December 2013 totaling \$0.00**

VII. REPORT CARD – February - 2013

We are at 100% total for all programs: MAD – 100%, AAF – 100% MAA – 100%,
MQB– 100% MAF – 100% MIC – 100%, MPW – 100%, NCHC 100 %

REPORT CARD – February - 2014

We were at 100% total in all programs: MAD - 100%, AAF – 100%, MAA – 100%

MQB - 100%, MAF – 100%, MIC – 100%, MPW – 100% AND NCHC –100%

**VIII. Cost Calculation Report for the Month of January 2014 County Share -
\$ 00.00**

**Cost Calculation Report for the Month of January 2013 County Share -
\$ 21.70**

**IX. All Eligibility Workers continue to Cross Train as Universal Workers for NC FAST,
Work Support Strategies, MAGI application and the Affordable Care Act and Open
Enrollment.**

Mary Harrelson, Supervisor IMSII

March 11, 2014

Caswell County Department of Social Services

Adult Services Board Report

March 18, 2014

Programs:

Adult Protective Services

| | February 2013 | February 2014 |
|--|----------------------|----------------------|
| Number of Reports Received | 3 | 6 |
| Number of Reports Accepted | 2 | 6 |
| Number of Reports for Outreach | 0 | 0 |
| Number Referrals to AHS/DFS/Other Services | 1 | 0 |

Adult Care Homes/Adult Home Specialist

| | | |
|--------------------------------------|----|----|
| Number of Adult Care Homes | 27 | 27 |
| Number of Adult Care Homes Monitored | 2 | 11 |
| Number of Complaints Received | 2 | 3 |

Guardianship Services

| | | |
|----------------------------|----|----|
| Number of Active Cases | 19 | 23 |
| Number of New Cases | 0 | 0 |
| Number of Terminated Cases | 0 | 0 |

Multidisciplinary Evaluations

| | | |
|--------------------------------|---|---|
| Number of Requests Received | 0 | 1 |
| Number of Evaluation completed | 3 | 2 |

Individual and Family Adjustment Services-Representative Payee

| | | |
|----------------------------|----|----|
| Number of Active Cases | 20 | 23 |
| Number of New Cases | 0 | 1 |
| Number of Cases Terminated | 0 | 1 |

State/County Special Assistance In-Home (10 Slots)

| | | |
|----------------------------|---|----|
| Number of Active Cases | 9 | 10 |
| Number of New Cases | 0 | 0 |
| Number of Terminated Cases | 0 | 0 |
| Number of Pending Cases | 0 | 0 |

In-Home Aide Services

February 2013

February 2014

| | | |
|----------------------------|---|---|
| Number of Active Cases | 8 | 6 |
| Number of New Cases | 0 | 0 |
| Number of Terminated Cases | 0 | 0 |

Transportation Services

| | | |
|--------------------------|-----|-----|
| Number of Clients Served | 173 | 186 |
| Number of Trips Provided | 794 | 867 |

Transportation Costs compared to February 2013 and February 2014

| | 2013 | 2014 |
|-------------|-------------|-------------|
| EDTAP | \$726.37 | \$1,004.15 |
| TTAP (5310) | \$575.70 | \$0.00 |
| Medicaid | \$10,970.96 | \$12,814.00 |
| Totals | \$12,273.03 | \$13,818.15 |

This reflects an increase of \$1,545.12 from the previous year.

***Hearings (Local Appeal Hearing &
Administrative Disqualification Hearing):***

| | February 2013 | February 2014 |
|---|----------------------|----------------------|
| Number of Requests Received | 1 | 0 |
| Local Appeal Hearing | 1 | 0 |
| Administrative Disqualification Hearing | 0 | 0 |
| Number of Hearings Conducted | 1 | 0 |
| Local Appeal Hearing | 1 | 0 |
| Administrative Disqualification Hearing | 0 | 0 |

Respectfully submitted by Lisa H. Anderson
Adult Services Supervisor
March 10, 2014

**Social Services Board Meeting
March 18th, 2014**

EBT Issuance:

February 2014

Issuance \$581,421
Cases 2612
Individuals 5071

February 2013

*Issuance \$622,258
Cases 3022
Individuals 5417*

Workload Report:

February 2014

Applications taken 106
Applications approved 116
Applications denied 14
Overdue applications 0
Redeterminations 350

February 2013

*Applications taken 106
Applications approved 101
Applications denied 5
Overdue applications 0
Redeterminations 343*

Fraud Report:

February 2014 FNS recoupments \$3,111

February 2013 FNS recoupments \$4,195

Crisis Intervention Program (CIP) Report:

LIEAP

July 1, 2013 thru June 30, 2014

New allocations \$0
Total allocations to date \$100,421
Total CIP money used – February \$4,719.77
Available balance to date \$26,980.02
Applications approved 489 – February 29
Applications denied 11 – February 1

New Allocations \$0
Total Allocations \$150,956
Available Balance \$56
Applications Pending 0
Applications Approved 601
Applications Denied 37

Respectfully submitted,
Jennifer Holt
Income Maintenance Supervisor II

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD REPORT
ECONOMIC INDEPENDENCE UNIT
MARCH 18, 2014

WORK FIRST EMPLOYMENT SERVICES:

Employment Services staff have received no request for an extension of the 24-month local time clock for Work First Cash Assistance since the last Board Meeting.

• **Monthly AFDC/WFFA Case Profile Summary Comparison:**

| | March 2014 | March 2013 |
|---|-------------------|-------------------|
| Total # WFFA Cases | 47 | 54 |
| Caseload Increase/Decrease From Previous Month | (-3) 50 | (-0) 54 |
| Child Only Cases | 41 (87.23%) | 43 (79.63%) |
| Single-Parent Cases | 6 (12.77%) | 11 (20.37%) |
| Cases Receiving Extension of Benefits | 0 | 0 |
| Average WFFA Payment | \$210.13 | \$199.49 |

• **WFES / Pay After Performance/ Two-Parent Case Comparison:**

| | March 2014 | March 2013 |
|---|-------------------|-------------------|
| Total # 2-Parent Households | 0 | 0 |
| Caseload Increase/Decrease From Previous Month | (-0-) 0 | (0) 0 |
| Benefit Diversion Cases | 0 | 0 |
| Non-Able Bodied Cases | 0 | 0 |
| Cases Meeting Work Requirement | 0 | 1 |
| Cases Not Meeting Work Requirement | 0 | 0 |
| New Application for Assistance | 0 | 0 |
| Average WFFA Payment | \$0.00 | \$0.00 |

Please see reverse for Page 2

CHILD SUPPORT ENFORCEMENT:

- **Collection Information Comparison** for the Caswell County IV-D Unit:

| | February 2014 | February 2013 |
|-----------------------------------|----------------------|----------------------|
| Net Current Month Collections | \$152,160.18 | \$135,822.12 |
| Monthly Collection Goal | \$157,603.81 | \$157,603.81 |
| Net Previous Month Collections | \$135,829.08 | \$140,103.62 |
| Net YTD Collections | \$1,134,085.26 | \$1,035,077.57 |
| Collections Goal for the Year | \$1,899,737.00 | \$1,891,245.70 |
| Percentage of Goal Met YTD | 59.70% | 88.0% |
| Target Percentage of Goal Met YTD | (8 mo.) 66.67% | [8 mo.) 66.67% |

- **Child Support Enforcement Court Activity Report:**

| | February 2014 | February 2013 |
|-----------------------------------|----------------------|----------------------|
| Number of Cases Scheduled/Heard | 49/43 | 76/72 |
| New Orders for Support Entered | 6 | 2 |
| New Current Support Payments | \$237.00 | \$237.00 |
| New Frequencies Toward Arrears | 3 | 4 |
| New Frequency Payments | \$96.00 | \$120.00 |
| Orders for Arrest | 0 | 2 |
| Jail Sentences | 1 | 0 |
| Purge Amounts | \$1,400.00 | \$1,075.00 |
| Total Payments Collected in Court | \$4,986.00 | \$1,825.00 |
| New Paternity Cases Established | 0 | 0 |
| Number of Modifications Heard | 8 | 21 |

CHILD CARE SUBSIDY:

- **Comparative Summary of Child Care Subsidy Expenditures (CCDF, Smart Start & TANF):**

| January Service Month Paid in February | 2013/2014 | 2012/2013 |
|---|------------------|------------------|
| Total Monthly Payment Amount | 44,546.80 | \$46,978.75 |
| Monthly Unduplicated Child Count | 137 | 127 |
| Total Year-to-Date Expenditures | \$338,194.95 | \$16,495.80 |
| YTD Unduplicated Child Count | 181 | 211 |
| Total Allocation Available to Date | \$556,631.00 | \$649,193.00 |
| Traditional Spending Coefficient (8 mo.) | 91.14% | 96.23% |

Child Care Subsidy Waiting List

The waiting list implemented on February 24, 2010 remains in effect at this time. We will be closely monitoring the funding available and the spending trends in the hopes of lifting the waiting list when it becomes feasible for us to do so. We also review our spending monthly with the Division of Child Development Subsidy Services Consultant, Belinda Thomas. As of March 11, 2014 we have 18-children on the waiting list.

Submitted by: Tonya Breedlove March 11, 2014